
**2005-07 Public Participation Grants
Application Completion Instructions
Competition Round 14**

Contents:

Your application serves two important functions. It is your group's "**map**" for traveling the most direct route from problem identification to environmental improvement. Your application also shows milestones or "**check points**" to the PPG project selection committee, allowing them to predict your project's chances of making a positive environmental impact.

- One indicator of the likely impacts of your project is whether your group followed the *Guidelines*. They give step-by-step instructions for planning a successful PPG project. Our experience shows that a successful project results when 80% of the group's effort goes into planning, and only 20% of the group's effort is required to effect public involvement.
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- Another important indicator is your group's stake in solving the defined problem. A group, whose members share a waste management problem that impairs their quality of life, should be able to generate the personal commitment and joint effort needed to address that problem.

If you are applying for an **Environmental Follow-Up** or for a project continuation grant, your narrative (page 2) should include a summary of the preceding grant's purpose, results, and lessons learned.

Format:

- The application consists of four parts.
 - The **cover sheet** asks for general information about your group and project.
 - The **narrative** asks you to describe and summarize your project. Try to keep to one page.
 - The **proposed project work plan** follows the Bennett's Hierarchy levels: End Results, Behavior Changes, KASA Changes, Reactions, Participants, Activities, and Input/Investment. When you've finished these pages, you should have a fairly complete work plan.
 - The **budget sheet** asks for dollar figures for the entire project, both what you expect from the grant and what you will get from other sources.
- Refer to the chapter on "Grant Project Development" as you complete the proposed project work plan pages. The questions shown on each page of the application are designed to spark your thinking on your project. You should address each of them, even if you cannot yet answer them definitively.
- Each page asks for details pertaining to different elements of your project. If you respond to a question on one page, and give the same answer to a question on another page, stop! Compare the two questions and the hierarchy level to which each refers. If you can't see how the two questions differ (and how your responses should also differ), telephone Katherine Seel at (360) 407-6061 for help.
- Please do not supply additional pages of information with your application. If your responses require more explanation than can fit into the space allotted, use the other side of the page. After your written application scores high enough to qualify for grant funding, your group can add details during the interview and grant negotiation.

Submittal:

- **DO NOT WAIT UNTIL THE FILING DEADLINE!** The application filing period is almost nine weeks long; and PPG staff is available all year to discuss plans for your project.
- The top page of the application form should be signed by the applicant group's *authorized official* in **blue** ink. The remaining pages of the form, and ten photocopies of the entire application, may be in black ink. (We prefer vegetable-based ink, on recycled [post-consumer] non-chlorine bleached paper.)

*To receive this document in alternate format, contact Ecology's Solid Waste & Financial Assistance Program
at 360-407-6900 (Voice), 711, or 1-800-833-6388 (TTY).*



DEPARTMENT OF ECOLOGY
PUBLIC PARTICIPATION GRANTS

FOR ECOLOGY USE ONLY Application No. _____
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FORM PPG A-1: Cover Sheet

APPLICANT

Organization Name: _____	
Mailing Address: _____ _____ _____	Telephone: _____ County: _____ Congressional District No.: _____ Legislative District No.: _____
Federal Tax Identification No.: _____	[To get a tax number, call 1-(800) 829-1040]
Authorized Official's Name: _____ (Having authority to obligate the group's resources)	Title: _____
Official's Signature: _____ (Your application must be signed)	Daytime Telephone: () _____
Coordinator/Manager: _____	Telephone: () _____
Treasurer/Bookkeeper: _____	Telephone: () _____
Organization's Primary Purpose: _____ _____	

PROPOSED ENVIRONMENTAL PROJECT

Check One Project Category

- ☐ HAZARDOUS SUBSTANCE RELEASE SITE
☐ WASTE MANAGEMENT PRIORITIES IMPLEMENTATION
☐ ENVIRONMENTAL FOLLOW-UP

Descriptive Project Title: _____

Project Audience/Participants: Audience listens to information; Participants act on the information.
Mark "A" or "P" for each group your project will reach.

- | | |
|--|--|
| <input type="checkbox"/> Community Residents | <input type="checkbox"/> Specific Industry |
| <input type="checkbox"/> Parent/Neighborhood Associations | <input type="checkbox"/> Labor/Professional Associations |
| <input type="checkbox"/> Local Businesses | <input type="checkbox"/> Special Interest Clubs |
| <input type="checkbox"/> Real Estate Marketers or Developers | <input type="checkbox"/> Children/Youth |
| <input type="checkbox"/> Environmental Organizations | <input type="checkbox"/> Ethnic or Economic Community |
| <input type="checkbox"/> Marketing or Consumer Groups | <input type="checkbox"/> Other: _____ |

Specific Geographic Area Served By Project: _____

Project Budget Funding

Grant Amount Requested	Value of Other Resources and Contributions	Total Project Costs
\$ _____	+ \$ _____	= \$ _____

FORM PPG A-2: NARRATIVE Description of Proposed Project

Write a brief summary of your proposed project. Define the environmental problem that is the focus of your project. Describe the people you will involve, and the actions you will take to remedy the problem. Identify the specific environmental improvements that you expect to achieve as a result of this project.

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 7: End Results

Specify the environmental improvement your project will bring to fruition.

- What existing environmental problem will this project help correct or what potential environmental problem will this project help prevent?
- When your project is completed, what specific **measurable** environmental result will be achieved?
- How will this project encourage, extend, or improve upon government agencies' attempts to resolve the problem?
- What indirect outcomes could occur as a result of this project?
- How will you **measure** long-term project results? How will you determine that you reached your project goals?

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 6: Behavior Changes

What new habits or practices will individuals adopt due to participating in your project?

- What specific changes do you hope your project will evoke?
 - individual behavior
 - group practices
 - standard operating procedures
- What method will you use to **measure** behavior changes?
- When your project is over, how will you know whether the desired behavior changes will last?

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 5: KASA Changes

Describe the **Knowledge, Attitudes, Skills, and Aspirations** your project will instill in participants/audiences.

- What **knowledge** must the audiences/participants have in order to change their behavior/practices?
- What specific changes in **attitude** must occur to cause behavior/practice changes?
- What **skills** will participants need in order to exhibit desired behavior/practices?
- What **aspirations** might motivate desired changes in participants' behavior/practices?
- How will you learn whether participants adopted the attitudes and aspirations, and are applying the knowledge and skills your project offers? How will you **measure** your audiences/participants behavioral changes?

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 4: Reactions

What abilities and motives will participants/audiences attribute to your group, based upon project performance and products?

- How will presenters, activities, and materials be evaluated?
- What success **measures** and assessment tools will you use to evaluate audience and participant reactions? [An Audience hears information: A Participant acts upon information.]
 - How do you hope participants will feel about the learning experience provided by your project activities? [Participants share and act upon the information.]
 - How do you hope audiences will feel about your group? [Audiences hear the information.]
- Which specific reactions are important to reaching desired **measurable** project outcomes?

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 3: Participants

Identify stakeholders and interest communities likely to participate. Who might refrain from participating, but scrutinize the project?

- How many people are you trying to reach with your project? (See page15 in text for definitions.)
 - number of participants at events
 - number of one-to-one contacts
 - number of groups/organizations your project will interest
- What specific needs do your audiences/participants have in common?
 - needs this project can fulfill
 - needs that may conflict with project goals
- What is the best way to reach your audiences/participants?
 - What are their most credible information sources?
 - What motivates/excites the audiences/participants?
 - Who can best deliver your message/information?
- How will you promote dialogue among residents/consumers, industry/business leaders, governments/regulators?

FORM PPG A-3: Proposed Project Work Plan

Bennett's Hierarchy Level 2: Activities

Describe any planned events, interactive forums, and physical challenges you will use to inform, engage, and motivate participants/audiences.

- What activities and events do you plan as part of your project?
- Where and when will those activities occur?
- How will you involve participants in those activities?
- How will you **measure** the success of each activity?
- What external factors will affect the success of the activities?
- What types of promotion will you use to publicize the activities?

Bennett's Hierarchy Level 1: Inputs

Examine all of the resources needed to conduct this project--committed members, experts; work-space, meeting room; materials, supplies; start-up funding.

- Who will be responsible for coordinating this project? For leading activities? For preparing information? What are their qualifications?
- How many volunteers will work on this project? (A "volunteer" works without payment.) How will you keep them involved and interested in the project?
- What other resources (supervision, training, instructional materials, facilities, etc.) are needed for this project? (This information must be consistent with the Budget sheet.)
- Which necessary resources will your members donate? Which will be pooled from other interested organizations? (Must be consistent with the Budget sheet.)
- How will you **measure** and balance costs against benefits of your project?

